

Date: August 8<sup>th</sup>, 2011

2011 AUG -9 AM 10:31

To: Penelope Townsley, Director  
 Department of Small Business Development

From: Milton L. Collins, Associate Director *MLC*  
 MDAD Minority Affairs Division

Subject: MIA Mover Janitorial Services Phase II Zone 2  
 Project No. J-104-A

SUBMITTED VIA-E-MAIL

**RECOMMENDATION:**

This is a request for the Department of Small Business Development (SBD) to approve the attached Small Business Enterprise (SBE) Contract Measure in order for the Miami-Dade Aviation Department to obtain approval for the **MIA Mover Janitorial Services, J-104-A**. The Department requires that the selected firm be responsible for the routine janitorial services for the Maintenance & Storage Facility (M & SF) and other Fixed Facilities that are incidental to the operation and maintenance of the APM equipment. The selected firm would also be responsible for washing the vehicle exteriors and for daily cleaning of the vehicle interiors.

The initial term of the Operating & Maintenance Phase II period is for five (5) years with an option to extend for two (2) additional five (5) year periods. The estimated cost of the Operating & Maintenance Phase II part of this project is estimated at \$1,997,400.00 for sixty (60) months at \$33,290.00 per month.

**The MDAD Minority Affairs Division Staff has evaluated the subject project and recommends an SBE Set-Aside as the contract measure. Also as an attachment, for further verification are MDAD's Contract Measure Analysis Worksheet breakdown and the Anticipated Services Breakdown which further defines the anticipated consultant services requirements.**

**BACKGROUND/EXPERIENCE:**

The MIA Mover APM System Project Contract was awarded by the BCC to the Parsons-Odebrecht Joint Venture on August 29, 2008 which included the assignment of the Operation and Maintenance Phase II of the Project to Mitsubishi Heavy Industries America, Inc. (MHIA). There were no participation provisions established for the Operation and Maintenance Phase II of the Project in the original review by the Review Committee of the project because the Phase II work is specialized work and there was no availability, and the janitorial services for the Operation and Maintenance Phase II of the Project were the responsibility of the Aviation Department. MHIA has requested that the Aviation Department approve its subcontracting of the Operation and Maintenance Phase II of the Project to Crystal Mover Services Inc., (CMSI) which based upon the awarded contract can be done. The Department desires to transfer the responsibility for janitorial services for the Operation and Maintenance Phase II of the Project to (MHIA/CMSI) and would like for SBD to review this project to see if by allowing MHIA to subcontract the Operation and Maintenance Phase II of the Project whether this provides an opportunity for participation and establish such participation based upon the janitorial services to be provided as indicated below.

The selected firm/subcontractor will provide staff and be responsible for the routine janitorial services and trash removal for the Maintenance & Storage Facility (M&SF), Central Control Facility, Administrative Offices, PDS Substation, APM Equipment rooms, and other Fixed Facilities that are incidental to the operation and maintenance of the APM equipment therein, and for the daily cleaning of

the vehicles interiors. The selected firm/subcontractor shall provide all necessary tools, materials and supplies for the cleaning staff. The staff shall perform all its services under (MHIA/CMSI) direct supervision. Damage to surfaces of fixed facilities, vehicles, and equipment including that occurring during routine janitorial services performed by the selected firm's provided staff, shall be remedied, by (MHIA/CMSI), by touch-up in a professional manner. It is (MHIA/CMSI) responsibility to assure that such removal or janitorial services are performed in a timely manner and to advise the selected firm of any non-performance concerns. The selected firm/MDAD may deduct payments from (MHIA/CMSI) if the cleaning and janitorial services are not performed adequately due to failure of (MHIA/CMSI) to provide adequate supervision on the selected firm provided staff. Station facilities will be maintained by others not under (MHIA/CMSI) Supervision, except for the following:

- All (MHIA/CMSI)-supplied items shall be maintained by (MHIA/CMSI); and
- The selected firm provided staff will, under (MHIA/CMSI) supervision, clean the guideway sides of the platform-edge walls and doors at the stations.

(MHIA/CMSI) shall be responsible for cleaning of the APM equipment, while the selected firm staff, will be responsible for cleaning under (MHIA/CMSI) supervision, the vehicle exterior and interior surfaces and fixed facilities as specified in the Maintenance Plan that shall, at a minimum, include the following requirements unless the responsibilities of the selected firm are modified or amended by (MHIA/CMSI):

- Graffiti and any vandalism shall be corrected within 24 hours from the time of discovery, or sooner if so directed by the selected firm.
- All vehicles shall be kept free of litter and cleaned daily, including cleaning of floors, interior surfaces, trash removal, interior window cleaning, and giving special attention to clean any unsanitary and/or unusual soiled conditions.
- All toilet and washroom facilities within the APM System, excluding any public facilities, shall be fully cleaned and sanitized daily, including washing of all fixtures and floors.
- Vehicle exterior shall be washed twice weekly or more frequently as special conditions may require.
- The Central Control Facility, all administrative offices and the Maintenance & Storage Facility shall be cleaned daily according to the same standards as for professional office buildings.
- All PDS substations and APM equipment rooms shall be cleaned on a routine basis in accordance with applicable codes and good trade practice.
- All guideways shall be kept free of litter and cleaned on a routine basis to maintain an aesthetically pleasing appearance. Deposits of foreign materials from the operations or maintenance of the system onto the guideways, vehicles and/or equipment shall be removed in a timely manner.

If additional information is needed, please contact me at (305) 876-7221 or C. Corrales of my staff at (305) 876-7991.

Attachments (2)

cc: P. Hernandez, F. Stirrup, A. Porter-SBD, R. Bruce, C. Corrales, Project File

**MDAD's CONTRACT MEASURES AND ANALYSIS WORKSHEET**

**To:** Penelope Townsley, Director  
Department of Business Development

**From:** Milton L. Collins, Associate Director *MLC*  
Minority Affairs Division  
Miami-Dade Aviation Department

**PROJECT/CONTRACT TITLE:** MIA Mover Janitorial Services (Phase II) Zone 2

**PROJECT NUMBER:** J-104-A

**DEPARTMENT:** Aviation

**ESTIMATED PROJECT COST:** \$1,997,400.00 for (Sixty Months at \$33,290.00 per month)

**FUNDING SOURCE:** Airport Operating Funds

**DESCRIPTION OF PROJECT:**

The scope of work provides for the routine janitorial services for the Maintenance & Storage Facility (M & SF) and other Fixed Facilities that are incidental to the operation and maintenance of the APM equipment for the MIA Mover.

**CONTRACT MEASURES RECOMMENDATION:**

Trade Set-Aside \_\_\_\_\_ **SBE Set-Aside**   X   SBE \_\_\_\_\_ Subcontractor Goal \_\_\_\_\_  
Project Goal \_\_\_\_\_ No Measure \_\_\_\_\_ Selection Factor \_\_\_\_\_

**REASONS FOR RECOMMENDATION:**

Analysis of the factors contained in Ordinance 05-29 and A.O. 3-41, indicate that a SBE Set-Aside is appropriate for this contract.

**ANALYSIS FOR RECOMMENDATION OF SBE GOAL: See Attached**

**ESTIMATED TOTAL PROJECT COST:** \$1,997,400.00

**MIAMI-DADE AVIATION DEPARTMENT  
ANTICIPATED SERVICES BREAKDOWN**

**Project Name:** MIA MOVER Project J104A

**Estimated Fee:** \$3,458,840 annually starting in September 2011

**Type of Services (Consulting, etc.):** Operations, maintenance and cleaning of MIA Mover APM system

DESCRIPTION OF SERVICES (BREAKDOWN)	PRIME WORK %	SUB WORK %	TOTAL % OF WORK REQUIRED
<b>MHIA (Mitsubishi Heavy Industries America)</b> - Contract and relationship management - Interface with MDAD for financial issues and problem resolution	X		1%
<b>CMSI (Crystal-Mover Services Inc.)</b> - Train & supervise O&M and janitorial staffs - Operate APM system - Maintain operating system - Provide materials & equipment to operate & maintain		X	89.2%
- Maintenance of running & guidance surfaces - Annual reviews of System Safety Program Plan and System Security Plan			
<b>Janitorial subcontractor (to be named)</b> - Vehicle cleaning and washing - Cleaning of maintenance facility - Cleaning of other APM spaces		X	9.8%
<b>USER PM (initial):</b>			
			<b>TOTAL 100%</b>